

## OLRS Communication

**What?** 2012 Spring Enhancement Release

**Who?** OLRS Professional Users

**Why?** Enhancements to Functionality

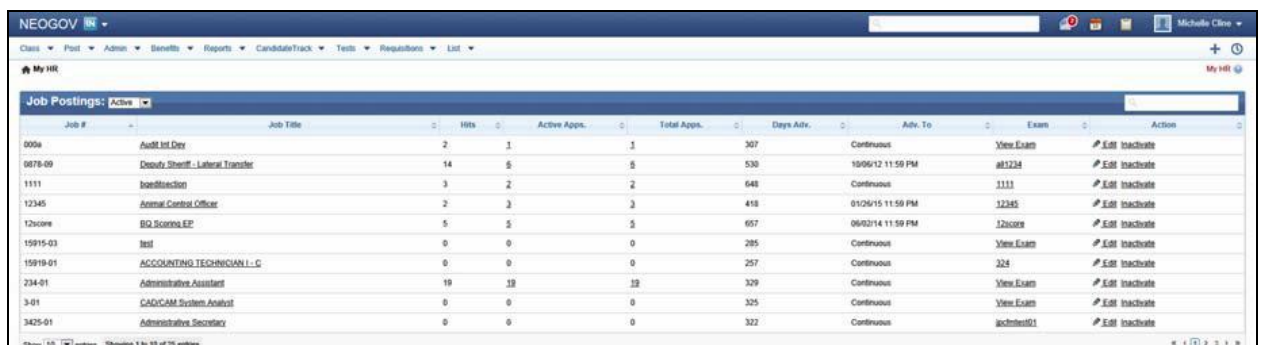
**When?** April 21, 2012

**Message:** The second part of the 2012 NEOGOV Spring Enhancements release is April 21st, 2012. Below are areas of Insight which will be impacted by the release.

### Updated My HR Page

The My HR page is updated to a much cleaner look and feel.

- The **postings** are consolidated into one list, with the option to filter the list by status.
- You can search on **Requisitions**, **Hires**, and **Applications** by status.
- The Unreviewed Applicants link that was previously a link on the My HR page is now represented by the **Applicants** section on the My HR page.
- More detailed searching options previously available through the Unreviewed Applicants by Step page are now accessed via the **CandidateTrack** menu under 'Unreviewed Applications'.
- Two new graphs have been added to the bottom of the My HR page to give a quick summary of Application and Hire activity over the past 12 months by gender and ethnicity.
  - **Note:** *It is unclear if the gender and ethnicity data will appear since they are confidential questions. The state does not use the source of application option statewide.*



Job #	Job Title	Hires	Active Apps.	Total Apps.	Days Advs.	Adv. To	Exam	Action
909a	Audit Int Dev	2	1	3	307	Continuous	View Exam	✖ Edit Inactivate
0678-09	Deputy Sheriff - Lateral Transfer	14	5	5	530	10/06/12 11:59 PM	at1234	✖ Edit Inactivate
1111	Inspection	3	2	2	648	Continuous	1111	✖ Edit Inactivate
12345	Animal Control Officer	2	3	3	418	01/06/15 11:59 PM	12345	✖ Edit Inactivate
123456	BO Services EP	5	5	5	657	06/02/14 11:59 PM	123456	✖ Edit Inactivate
15915-01	Test	0	0	0	285	Continuous	View Exam	✖ Edit Inactivate
15919-01	ACCOUNTING TECHNICIAN I - G	0	0	0	257	Continuous	324	✖ Edit Inactivate
234-01	Administrative Assistant	19	19	19	329	Continuous	View Exam	✖ Edit Inactivate
3-01	CAQ/CAM System Analyst	0	0	0	325	Continuous	View Exam	✖ Edit Inactivate
3425-01	Administrative Secretary	0	0	0	322	Continuous	admin001	✖ Edit Inactivate



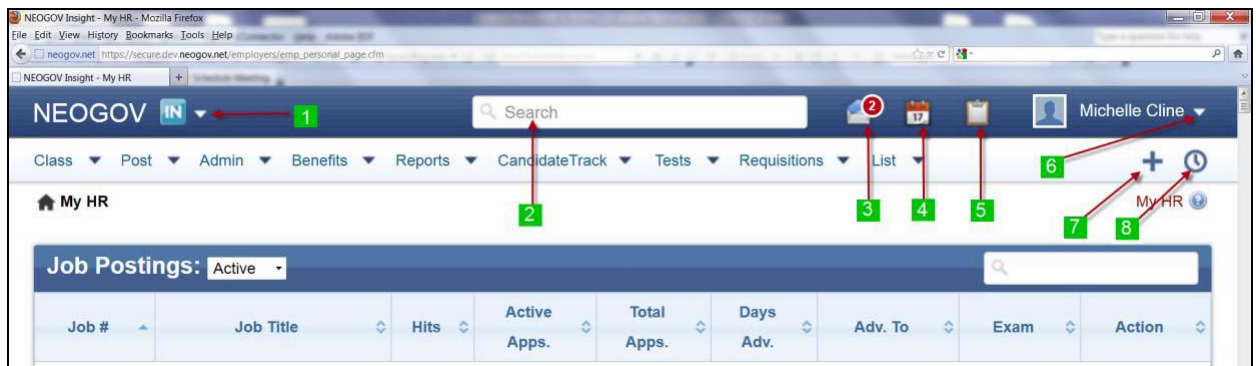
## Updated Insight and OHC Headers

Insight and OHC are updated with new headers that are consistent with other NEOGOV products.

Note the following changes on Insight as referenced by the numbers in the image below:

- 1) The new Insight logo, IN, has a drop down option that allows you to quickly toggle between Insight and the OHC without having to login again.
- 2) The Search link has been removed from the menu and is now a search field in the header bar.
- 3) Messages are now accessed by clicking the envelope icon in the header. The number of messages for your review is displayed in a red circle over the envelope icon.

- 4) A calendar icon has been added. This has no functionality at this time, but will be used in the future to display information pertaining to specific dates, i.e. dates postings are closing.
- 5) Tasks can be viewed by clicking on the clipboard icon.
- 6) The dropdown link next to your name will allow you to edit your user profile, upload your photo, and access links such as My Profile, My HR, My Links, Help & Support, and Sign Out.
- 7) To add new postings or exam plans, you can click the '+' icon to quickly add a new item without needing to navigate through the menu bar.
- 8) To view recent items, click the clock icon.



Note the following changes on OHC as referenced by the numbers in the image below:

- 1) The new OHC logo, 'OHC', has a drop down option that allows users to quickly toggle between Insight (if they have access) and OHC without having to log in again.
- 2) The dropdown link next to the user's name allows OHC users to edit their profile and access links such as My Requisitions, My SME Review, My List, Preferences, Help & Training, and Sign Out.
- 3) To add new requisitions, users have the option to click the '+' icon.
- 4) To view recent items, OHC users can click the clock icon.

NEOGOV OHC 1

Michelle Cline

Tests Post Approvals Admin

Open New Requisition | Show All Reqs. in My Dept. | Show Approval Detail | View Department Eligible Lists

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for req. #, req. title or position #:

**In Progress Requisitions**  
2 records found.  
Page 1 of 1

Req. #	Req. Title	Position Code	Department	Division	Created	Action
06300	AIRPORT OPERATIONS SUPERVISOR		Supervisory District 1		09/27/10	Edit Copy Req Cancel Reassign History
06295	DE1758TEST		Airports		12/31/09	Edit Copy Req Cancel Reassign History

## Archive Status Flag on Written Exams & Test Keys – released April 7<sup>th</sup>

Written Exams and Test Keys can now be archived. By archiving a written exam and/or test key it prevents that exam or test key from being an option to be selected when choosing exams in the evaluation steps or test keys for test score upload.

You will only see active written exams and test keys when you first access the page, but will have a link at the top to 'Show All' if you want to view the archived items as well.

Written Exam:

Navigation: Tests > Written Exams > Archive

Add New Exam Add New Exam Date Schedule Candidates Show All

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for exam title:  Go

66 records found.  
Page 1 of 3

<< Previous Page 1 | 2 | 3 Next Page >>

Test Title	Max Score	Sections	Answer Keys	Results	Exam Dates	Exam Plans	Actions
0011 ma test	5	<a href="#">Sections</a>	<a href="#">Keys &amp; Item Analysis</a>	<a href="#">Upload</a>	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Archive</a> <a href="#">Audit Trail</a>

You may view the full enhancement release plan in the NEOGOV Community > Insight Documentation > Release Notes.

**Additional Information:** The **Ad Hoc Reports (beta)** is out of beta testing and has been named **Ad Hoc Report Builder**. The reports previously under Ad Hoc Report (beta) are now under Ad Hoc Report Builder.

**Questions? Contact:**

Service Center: (360) 664-6400

Email Contact: [servicecenter@dop.wa.gov](mailto:servicecenter@dop.wa.gov)

*Want to review past communications? Visit [OLRS Notices](#) on the HR website.*